

THE MCKNIGHT FOUNDATION**Southeast Asia Full Proposal**[Program Guidelines](#) [Application Instructions](#) [Questions?](#) [Exit](#)

Account: info@mcknight.org

* [Required before final submission](#) Page [1](#) [2](#) [3](#) [4](#) [Review My Application](#) [Printer Friendly Version](#)**PAGE 1: ORGANIZATION INFORMATION**

At the bottom of any page, you can click "Save & Finish Later" to take a break of any length. Do not close your browser without saving – unsaved changes will be lost.

Do not use your browser's "back" button. To move through this form, you **must click either the desired page number at page top or click the Next button at page bottom. (Using your browser's "back" button may result in lost work.)**

Some of these fields have been filled in advance with information you submitted with your initial inquiry. Only edit these fields if the information has changed since then.

* Organization Information

When was your organization founded and for what purpose? Where does it operate? What is its constituency and how is it governed? Does it have the needed experience and capacity to implement this proposal? Limit to 750 words.

* Total Annual Organization Budget

Format as xx,xxx in U.S. dollars only.

* Role of Board of Directors

Describe the role of your board and how it governs the organization. Limit to 500 words.



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PAGE 2: PROPOSAL INFORMATION

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Some of these fields have been filled in advance with information you submitted with your initial inquiry. Only edit these fields if the information has changed since then.

* Type of Funding Support Requesting
If requesting core funding, select General Operating.

* Purpose of Request
A short, one-line description of request. Examples: "for general operating support" or "to support the XYZ project"

* Total Request Amount
Format as xx,xxx in U.S. dollars only.

* Number of Months Requesting Funding
Format as 12, 18, 24.

For Multiyear Requests, Amount Per Year
Format as year 1 = \$xx,xxx; year 2 = \$xx,xxx in U.S. dollars only.

Total Program/Project Budget

Format as xx,xxx in U.S. dollars only. Leave blank if requesting general operating support.

*** Background and Context**

What problem or issues are you trying to address? Include information that describes the communities or participants' current or changing conditions and why you decided to work on this particular issue. Is this proposal for a new initiative or an ongoing project? If it is an ongoing initiative, describe the successes you have achieved and/or what challenges you have faced so far. Has The McKnight Foundation been involved in funding earlier phases of this project? Limit to 750 words.

*** Goals**

What is the overall goal of the proposed activities? Describe the results you expect to achieve. Limit to 500 words.

*** Project Implementation**

What are the proposed activities to be funded through this proposal? How will they help you to meet your goals? Limit to 500 words.

*** Timeframe/Work Plan**

Describe the projected sequence of major project activities. How will you adjust your work

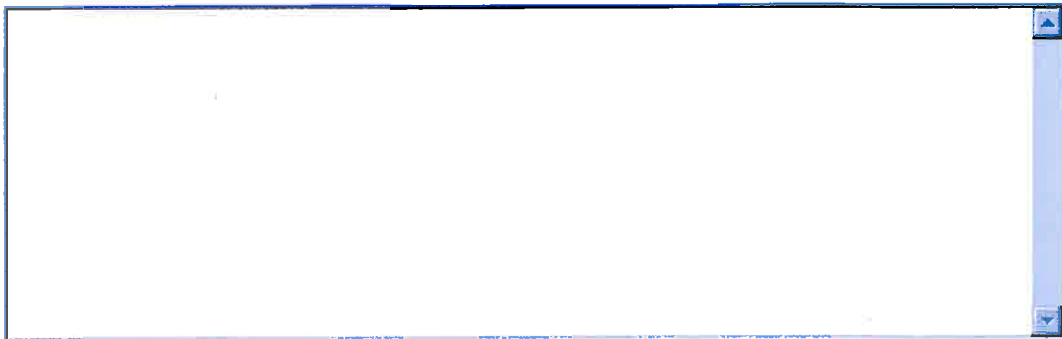
plan and maintain flexibility during the project implementation? Limit to 500 words. PLEASE NOTE: A specific timeline document is not required, but if you have one you would like to share, you may upload it later in the application process.



*** Number of People Served by This Request**

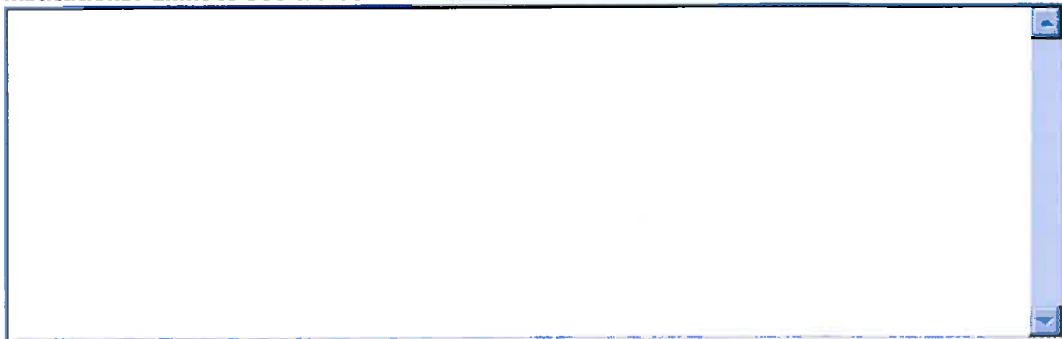
*** Participants**

Who will participate in the proposed activities? How will they benefit? Limit to 500 words.



*** Partnerships and Networking**

Is your organization connected to wider networks working on the same or similar issues? How will you collaborate with other initiatives with similar goals in order to achieve wider impact? Will this initiative involve formal or informal partnerships with other organizations or institutions? Limit to 500 words.



Capacity Building Efforts

Describe any plans for training or other capacity building efforts to increase your ability to complete this work. Limit to 500 words.

*** Evaluation and Monitoring**

What plans do you have to monitor and evaluate the success of this initiative? How will you apply the lessons you have learned? Limit to 500 words.

*** Sharing Success**

How will you share what your project accomplishes and what you have learned from it? Limit to 500 words.

*** Committed Funds**

List up to 10 committed sources and amounts of funding that have been received for this request to-date. Format as ABC Foundation, Contact Name, Contact Email, \$xx,xxx (in U.S. dollars only).

*** Potential Funding**

List up to 10 sources and amounts of funding that have been applied for, but not received, to-date. Format as ABC Foundation, Contact Name, Contact Email, \$xx,xxx (in U.S. dollars only).

*** Key Project Staff and Responsibilities**

List the names of key project staff and their responsibilities; include the amount of time or percentage of time each will spend on the project. If additional staffing is needed, briefly describe the proposed new position(s). If your organization specifically focuses on work with ethnic minority/indigenous people, describe how they are represented. Limit to 500 words.

Sustainability

If the project continues beyond the funding period, how will the project continue after funding from McKnight has ended? If your request is for an activity that generates income, provide detailed projections toward self-sufficiency. Limit to 500 words.

Additional Proposal Information

Use this space for any additional information you feel is significant to your request and has not been addressed above. Limit to 250 words.

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PAGE 3: AUTHORIZATION INFORMATION

By submitting this request to The McKnight Foundation on behalf of the head of your organization (Chief Executive Officer, Executive Director, or President), you attest that all relevant staff have reviewed this application and the information is accurate and complete.

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Attachments

To complete your application, you must use the tool below to attach the following documents. All financial documents must be in U.S. dollars only and will be considered incomplete if submitted in any other currency. You may only submit financial files as MS Excel or PDF.

- * organization's budget for the **previous** fiscal year, showing actual income and expenses
- * organization's budget(s) for **each fiscal year** in which funding is being requested, showing projected income and expenses
- * **for program/project requests, capital support, or proposals for multiple types of support**, attach program/project budget(s) for **each fiscal year** in which funding is being requested, showing projected income and expenses (*SEE NOTE BELOW)
- * organization's **previous** and **current** fiscal year income statements, showing actual income and expenses
- * organization's **previous** and **current** fiscal year balance sheets, showing assets and liabilities
- * organization's most recent certified audit (if not available, explain why)
- * list of board members, with affiliations and email and/or telephone contact information
- * registration of non-profit organization (if not registered, explain why and attach other documents demonstrating that you are founded and operate as a non-profit with an accountable governance system)
- * project timeline/work plan (if applicable)

***Program/project budgets** should include a column for the requested support from The McKnight Foundation, and a separate column that shows the total planned income and expenses for the entire program/project, indicating how the proposed McKnight contribution fits into the overall program/project budget. **For non-U.S. organizations**, make sure budgets include the following categories: staffing (including the number of staff and period of time needed for each); rent/mortgage; travel and reimbursements; professional services/consultants; equipment rental; office supplies; and telephone.

UPLOAD INSTRUCTIONS

When files are ready for submission, use the tool below to attach each document to your application:

1. Choose the **appropriate** document "Title" from the drop-down menu.
2. "Browse" your computer to locate the completed file.
3. Select the file and click "Open," and your file will appear next to "File Name."
4. Click "Upload" to attach the file to this application.
5. Repeat these steps to individually attach each required file.

The top of your screen will display a list of files you have properly uploaded for submission.

Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title:

File Name: